



**TOWN OF ISLIP    DEPARTMENT OF PLANNING AND DEVELOPMENT**  
**Building Division**

Permits.....224-5466, 69  
Records/Inspections.....224-5470  
Plans Examiners.....224-5467, 68

ONE MANITTON COURT ISLIP, NEW YORK 11751    Phone (631) 224-5464    Fax (631) 224-5462  
Phil Nolan, Supervisor

## **NEW COMMERCIAL BUILDING PERMIT REQUIREMENTS**

- Building permit application completely filled out with signature of property owner notarized.
- Copy of deed.
- 4 sets of signed/sealed plans drawn by a NYS licensed architect or engineer. Plans must be drawn to scaled on paper no longer than 24" x 36" and must include mechanicals and plumbing.
- Four site plans/surveys.
- Architectural elevation approval.
- Suffolk County Department of Health approval, call (631) 852-5700.
- Letter of proposed use.
- Filing fee.

Building permit fee will be required after required approvals have been met.  
Contact the Planning Department at 224-5450 for site plan approval.

### **ADDITIONAL ITEMS THAT MAY BE REQUIRED**

- Board of Appeals Approval
- Town Board Approval
- Suffolk County Department of Public Works (if on a county road)
- NYS Department of Transportation approval
- Environmental Assessment and fee if construction is within 100' of freshwater wetland or 300' of tidal wetland (Planning Department)
- Federal Aviation Administration approval (if within 1 ½ miles of airport)